

OPEN APPLICATION

FOR POSTGRADUATE STUDIES

The current economic situation of our country is pushing all the public institutions and, in our case, The University of Alcalá, to come up with new solutions to provide a high level of training to those who are both employed and unemployed. Lifelong learning is, without a doubt, one of the most powerful tools through which we can improve our competitiveness as a group.

The University of Alcalá is conscious of this constant need of training for university graduates and of their desire to receive more flexible and practical instruction and has created an **Open Application for Postgraduate Studies**. This application offers the opportunity for graduates to pursue Postgraduate studies in order to learn concrete skills or disciplines within their sphere of study, giving them the opportunity to design a curriculum of their own accord, without being forced to enroll in a full university program.

Within the framework of this **Open Application for Postgraduate Studies**, the University will offer, during the academic year of 2015/16, a set of different Master subjects in which students can enroll in order to promote continuous learning programs as well as interdisciplinarity. In this way, the Application will allow the student to enroll in different Master subjects, given that there are available spots, and to perform an apprenticeship tailored to their needs.



Universidad
de Alcalá

ESCUELA DE POSGRADO

ANSWERS TO YOUR QUESTIONS

WHO CAN ENROLL?

It is possible to enroll in this Program if you have earned a university degree, whether it is a Degree, Bachelor's Degree, Engineering, Architecture, Diploma, Technical Engineering or Technical Architecture. In addition, students coming from other countries may enroll, if they have a university degree that allows them to enroll in a Masters program in their home country.

IN WHICH SUBJECTS CAN I ENROLL?

The subjects for each academic course appear in the Open Application for Postgraduate Students. The offering of subjects is made available every year and is published on the web page of the Postgraduate School of the UAH. These include all Masters subjects.

HOW MUCH DOES A SUBJECT COST?

Each university's Masters program has different rates. In this case, and given the case that the program subjects are included in the syllabus of the Masters, each will maintain its original price. This means that you can enroll in subjects with different prices depending on the credit.

CAN I ENROLL ANY SUBJECT IN THE MASTER?

You will be allowed to enroll only in the subjects that are offered in the program. Some will not be offered, either because the Masters programs are full, or because Masters Directors have deemed that they cannot be offered.

IN HOW MANY SUBJECTS CAN I ENROLL?

In any number of subjects up to 60 ECTS credits per year, which is the maximum number of credits as determined by the European Higher Education Area for a full-time student.

HOW MANY ATTEMPTS AM I GRANTED TO PASS A SUBJECT?

The subjects will be offered twice a year to the students of the University Masters program. So, you have two attempts each year to pass a given subject.

AND WHAT IF I FAIL?

You can enroll again the following year, only if the subject is included in the Open Application for Postgraduate Students, although it could be considered a second registration and this will require higher fees than those paid for the first registration.

WHAT DO I GET ONCE THE PROGRAM IS FINISHED?

If desired, you may ask for a Personal Academic Certificate, in which the names and number of credits obtained for the subjects will appear alongside the number of times the course has been taken with the grades received.

Also, if you exceed 60 ECTS credits, you can apply for access to a PhD program, if you wish to continue training as a researcher.

FOR HOW MANY YEARS CAN I ENROLL?

You can enroll for however many years you want given that the Open Application for Postgraduate Studies remains in effect.

AND WHAT HAPPENS IF I DECIDE NOT TO ENROLL IN ANY SUBJECT DURING A YEAR?

Nothing happens. Your records will remain open during this Program and you can pick it up again any time.

IF I ENROLL LATER IN A FULL UNIVERSITY MASTER, WITH SUBJECTS I HAVE PREVIOUSLY COMPLETED, DO I HAVE TO TAKE THEM AGAIN?

Not at all. The subjects you have already taken that pertain to the Master in which you enroll, will be incorporated into your new transcript and you do not have to take them again, or pay taxes for the acknowledgment of these credits.